

PRE-REQUISITES OF SHORT-HAND

Sitting posture:- A stenographer should sit in the chair feet should be six feet apart from each other, one foot on ground and second one should be raised on the toe. The height of the table should be 26 inches and the difference between body and table should be four figures.

Note book position:- It should not be kept in front of the body. It should be kept before right arm with an angle of 90° not standing towards left or right.

Type of notebook to be used:

Note book with narrow line is preferred for writing shorthand, exercise notebook should not be used even for home practice.

Pen or Pencil:

Pen with fine point flexible nib is right instrument for writing shorthand even if pencil is used, it should be well mended at a distance of $\frac{1}{4}$ of an inch.

Turning of Pages:-

After writing 3 or 4 times, the page should be used with thumb and first finger of left hand, when you reach at the end of page should be flipped without wasting a second.

INTRODUCTION TO SHORT HAND:

Shorthand is an abbreviated symbolic writing method that increased speed as compared to long hand. The process of writing in shorthand is called stenography. It is derived from a Greek word Steno's "Narrow" and graphic "to-write". In other words we can say the art of writing spoken sounds which are represented by fixed signs is called Stenography.

So far as a credit of shorthand is concerned it directly goes to Sir 'Issac Pitman'. In 1837, he published his 1st edition, regarding shorthand, another edition was given in 1840 under the coverage of photography.

Photography is derived from a Greek word phono which means sound and

graphy means writing. This system of phonography is called Stenography.

It is applicable every where in the world. The Pitman says in the beginning of the study, the student should take keen proper attention towards their lesson and before the master of 1st Chapter, they should not go to the second because the second depends upon the 1st. Shorthand is nothing but more and more practice it makes a student perfect. It is applicable everywhere in the world. (The Pitman says in the beginning of the study, The Student):

Shorthand was used more widely in the past before the invention of recording and dictation machines. Shorthand was considered an essential part of sectorial trailer and police work as well as useful ~~travellers~~ of Journalist. Although the primary use of shorthand has been used to record to oral dictation.

Consonants is a term derived from the Latin words "Con" means "together" "Sonants" means "sounding". According to definition, Prof. Suvest "Consonants are the results of audible friction and stopping of the breath in some parts of the mouth of throat".

There are 26 no. of consonants but actually these are 24 in number because there are 2 forms of R & H. one form is down stroke. The length of the consonant should be $\frac{1}{6}$ of an inch but its not possible to write accurate $\frac{1}{6}$ of an inch because minute alteration can be possible. we can say that every consonants should be of the same length.

Consonants are further divided in the Six divisions:

Explodents:-

The 1st eight (8) stroke represented by straight strokes are called explodents. because in pronouncing them the outgoing breath is forced in a sudden just through barriers

previously class.

→ Continuants:

The next light represented by upright or stopping curves are called "Continuants" because in uttering these the outgoing breath instead of being expelled suddenly is allowed to escape in a continuous stream through similar barriers partially open.

→ Liquids:

The liquid flow into union with other consonants and this make double consonants, as in the word cliff, dry where L & R blends with the proceeding consonants.

→ Coalescents:

In Coalescents there are two strokes w & y. when they proceed or follow with vowels they get united with them.

→ Aspirate: In aspirates, there are two forms of h, one is downward & one is upward.

Consonants / Strokes

Letter Character

Letter CHARACTER.

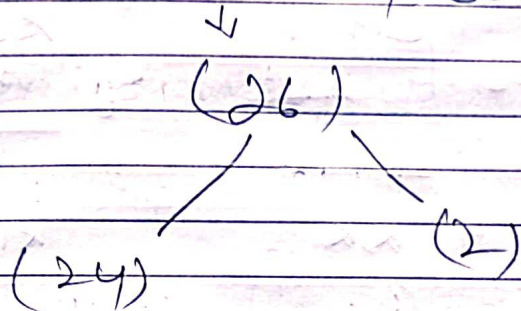
P. (straight + dw + thin)	SH (Curve + thin)
B (straight + dw + Thick)	ZH (Curve + thick)
T (straight + dw + thin)	M (Horizontal + thin)
D (straight + dw + thick)	N (Horizontal + thin)
CH (straight + dw + thin)	NG (Horizontal + thick)
J (straight + dw + thick)	L (Upward, Curve, thin)
k (Horizontal + thin)	R (Straight, Upward, thin)
G (Horizontal + thick)	R (Curve, downward, thin)
F (Curve + thin)	w (Upward + straight + thin)
v (Curve + thick)	y (Upward + straight + thin)
TH (Thin + Curve)	H (Downward + thin)
TH (Curve + thick)	H (Upward, thin)
S (Curve + thin)	
Z (Curve + thick)	

CHAPTER 1. CONSONANTS / STROKES

The Consonants:

Consonants are the result of audible friction or stopping of the breath on some part of the mouth or throat.

Consonants / Stroke.



Main Consonants

Additional Consonants.

EXERCISE 05

P Pt Pd Pch PJ

Pk Bf Dth Ds CHs

Jm JL LM kL

km kN kK kD

Fx FxL FxLD ft

fch fJ thm thL

ThR thRR SK LK

SHP SHBL

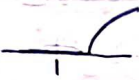
"JOINED STROKES"

- 1) ~~When~~ Joined strokes are written without lifting pencil.
- 2) When Horizontal strokes (K, G, M, N, NG) followed by downward strokes, H/s are written above the line.
- 3) When H/s's are followed by upward H/s are written on the line.
- 4) Lengthy process should be avoided.
- 5) Whatever is convenient should be written.

VOWELS: (HEAVY DASH VOWELS)

Pa .	May .	We .
1st place Above the line	2nd place ON the line	3rd place through the line
eg: Pa 	eg: 	eg: 

HEAVY DASH VOWELS

All	Go	Too
1st place Above the line	2nd place vowel ON the line	3rd place through the line
eg: Paul 	eg: Goal 	eg: Tool 

Light Dot Vowels

That	Pen	Is
1st Place vowel Above the line	2nd Place vowel ON the line	3rd Place vowel Through the line
eg: Gap 	eg: ten 	eg: Kill 

Light DASH VOWELS

NOT	MUCH	GOOD
1st Place vowel Above the line	2nd Place vowel ON the line	3rd place vowel through the line
eg: Hot 	eg: Cut 	eg: wood 

CHAPTER 2

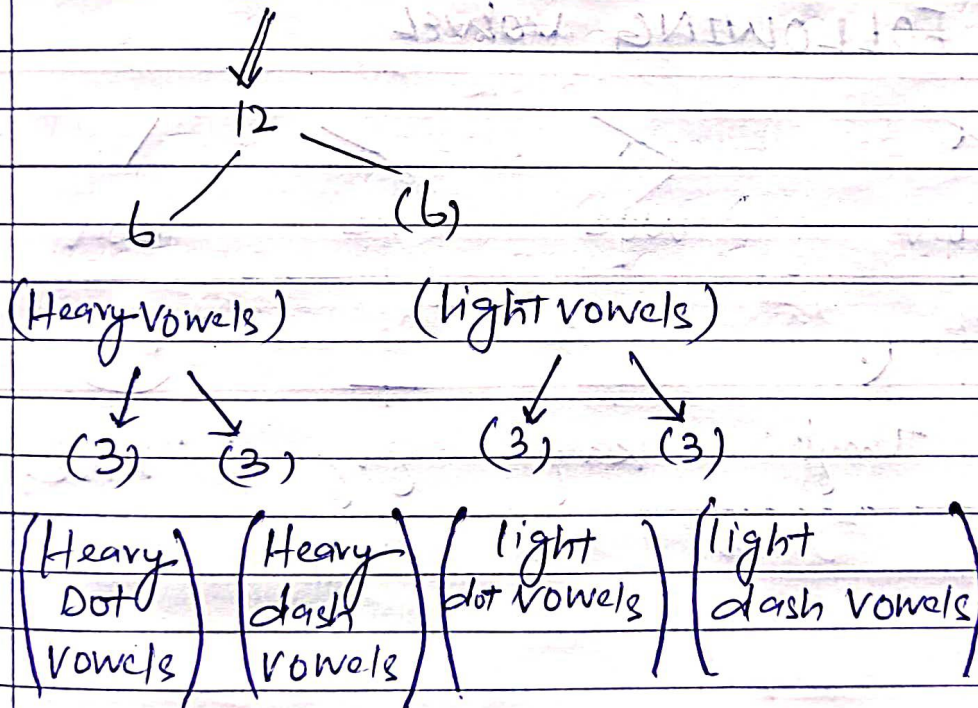
THE VOWELS:

There are 12 vowels

Long vowels = 6 vowels 3 (°) + 3 (-)

Short vowels = 6 vowels 3 (·) + 3 (-)

→ Vowels



PRECEDING VOWELS

ebb aid etch edge off Oath

ache egg aim in ore

FOLLOWING VOWEL

low row woe ye bow

day foe they kay gay knee

" PLACING of VOWELS "

There are two types of vowels which are placed.

1) Preceding Vowels:-

When a vowel is placed before stroke, it is known as preceding vowels. **OR**
Vowel before stroke

2) Following Vowels:-

When a vowel is placed after stroke, it is known as following vowels.
OR
Vowel after stroke.

1) They should ask the head of the

Academy to change the date.

2) Who took the Padlock off the

gate of the Padlock?

3) Up to the date of the party she

looked both rich and happy.

4. The head of the book may leave on

Monday.

CHAPTER → 3

INTERVENING VOWELS & POSITION

- 1) first and second place vowel signs when occurring between two strokes are written after the 1st stroke.
- 2) Third place vowel signs are written before the second strokes at the end because the vowel sign is more conveniently written in that place.

Grammatical examples:

a, an

The

of

to

All

too

on

But

and

Should

awe, aught, ought

who

 $\frac{1}{4}$ th of stroke P $\frac{1}{4}$ th of stroke P $\frac{1}{4}$ th of stroke B

" " " B

 $\frac{1}{4}$ th of stroke T

" " " T

" " " ~~R~~ R" " " ~~R~~ R

" " " J

" " " J

Teacher's Signature : _____

EXERCISE 15

Repair of the road to the ferry should make
a difference.

Which of the two, do they say, should put
up the fourth pillar?

EXERCISE 16

They hope to reach Orkney on the
fourth of May.

Tom saw the head of the firm line at four.

CHAPTER 4.ALTERNATIVE SIGNS FOR R & H:-

- 1) When a vowel proceeds to R, d/w R is written.
- 2) When a sound of a word ends at R, d/w R is written.
- 3) When R is followed by stroke M, whether it proceeds or follows, d/w R is written.
- 4) Medial R is generally written Upward.
- 5) When a vowel follows to R initially or finally Upward R is written.
- 6) When H is alone or when H is followed by stroke K or G d/w H is written.
- 7) In all other cases Upward H is written.

Grammatical examples:

Put
be
To be
it
had

Do
Difference, different
Much
Which

EXERCISE → 17










Pie Pile Piracy Die DIAL dike Shy shire



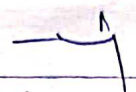




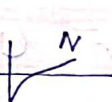

boy bolling boiler buoyant toll taller








bow view couch outlaw County mouth

lounge towel

EXERCISE → 18

How can you attach the wire to the






high Chimney? They were due to arrive








at five, but were delayed a long time at wick







CHAPTER 6DIPHTHONGS:

→ There are 4 diphthongs.

[j] v , [ɔɪ] >
(1ST PLACE)

[əʊ] ^ , [u] ^
(3RD PLACE)

→ Diphthongs + vowel OR tick attack known as TRIPHONE

I v

ɪ (Triphone)

ɔɪ >

z

əʊ ^

N

u ^

v

vowel will be represented by attaching a tick/dash to the opposite direction of the diphthong.

Exammalogues:

How ^

Go =

Why L

live-n

beyond ^

for ^

you ^

Have ^

large /

Can =

Come

Teacher's Signature : _____

Learn Words

Woke

Wig

Womanish

Wear

Wary

awake

awoke

aware

1. Abbreviated W,

Right Semi-Circle W = >

- 1) Right semi circle W (>) is employed initially to stroke k, G, m, R, R,

e.g; Wake >

- 2) When a vowel precedes to W initially, stroke W is written.

e.g; Awake ✓

I Thank you	Why have you
I think you should be	with you
I have the	So much
I have had	With much
I saw the	with which
I see	With each
I am	When they
I may be	What do you
I will	What was
I will be	What can be
You should	It would be
You should be	It should be
You can	It will be
You will	It was
You may be	Which was
You were	Which were
If you were	He should be
How can they	He will be
Why do you	too much

CHAPTER 6

↳ Phraseography

It is the writing of two or more words together without lifting the pen, the resulting outline being called phraseography / phraseogram. It is a combination of diphthong + grammalogues + vowels.

Grammalogues:

Thanked	(
Think	(
Though	(
Them	(
Was	)
Whose	)
Shall	)
Wish	)
With	c
When	c
What	>
Would	>
O, oh	!
He	!

Teacher's Signature : _____

EXERCISE → 24,

Lays

slays

bars

soars

face

⌒

⌒

⌒

⌒

⌒

facing

Poison

poisonous

pacifies

voicing

⌒

⌒

⌒

⌒

⌒

rising

tailsome

Dusky

excites

⌒

⌒

⌒

⌒

Customs

Justice

Rusty

Suffice

⌒

⌒

⌒

⌒

less

leslie

Shame

Shameless

⌒

⌒

⌒

⌒

Shamelessly

Slums

Excusing

Refusing

⌒

⌒

⌒

⌒

CHAPTER 7

CIRCLE S AND Z:

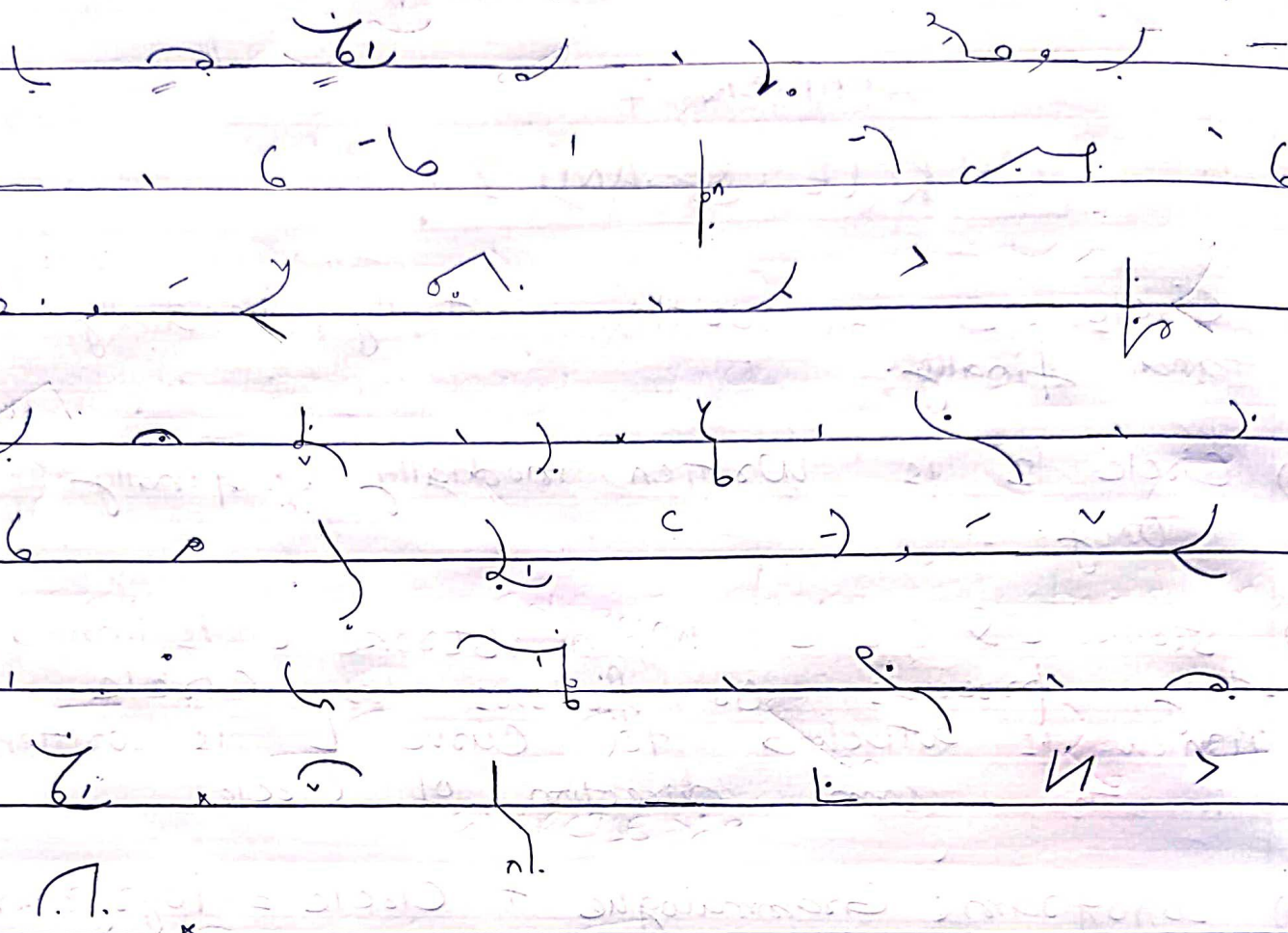
- 1) Circle S is written initially, medially and finally.
- 2) Circle Z is written medially & finally only.
- 3) Stroke L & Circle: When stroke L is immediately proceeds or follows a circle which is attached to curve L is written in the same direction of circle.
- 4) Logogram: Gramma + Circle = logogram.

eg: Puta \ 6 Puta.
 Come — 6
 Give — 6
 Go — 6

GRAMMAGRAMS:

Usual-ly	✓	those, thyself	6
as, has	o	this	6
is, his	o	Thus	6
because	—		
Itself	b		

(EXERCISE → 26) TRANSCRIBE FROM ENG. TO S/H



EXERCISE → 26,

If Miss Nelson wishes to see the works, she can come to this office on Tuesday or Wednesday of this week, and I shall be happy to show all the details she may desire to see. I think it is but fair to say this is the busy season with us, and I shall have but a few minutes to spare to Miss Nelson. My deputy can take charge of the Lady.

Teacher's Signature : _____

EXERCISE-28,

ASP aside assess Assam assailing asylum

asp asid asse Assa assai asy

assayed base basso Juice Juicy legs

ass bas bass Juic Jui leg

legacy Coals Colza spouse espouse seek

leg coal col spous espous seek

EXERCISE-29

am assume

you will

like

to

see

I-am assuming you-will like to see-the details of-the

sales new books on Siam and-I-am asking-the

sales new books on Siam and-I-am asking-the

cashier

to

give

you

these

up

to

Cashier to-give-you these up to-this week

CHAPTER 8

STROKE S & Z.

- 1) When a vowel precedes to s initially, full form stroke is written.
- 2) When a triphone follows to s initially, stroke S is written.
- 3) When a vowel follows to s & z finally, stroke S is written.
- 4) Z is always written as a stroke, initially, whether it precedes or follows vowel

GRAMMLOGUES:

Me

him

myself

himself

special-ly

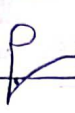
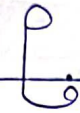
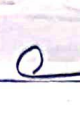
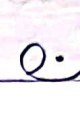
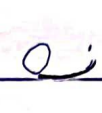
speak

Subject

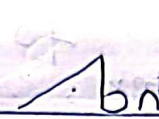
Several

EXERCISE → 32

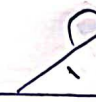
Sweetly Sweetness Swig Swain Swing

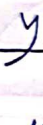
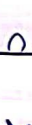
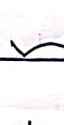
Swimmer entices reduces revises Dances

minces laces roses peruses terraces

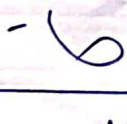
EXERCISE → 33

I-wish You to-write to-him as to-the disposal

of-these cases of-yours which I-have-had lying

in-these offices for a year now

CHAPTER → 09LARGE CIRCLE SW, SS OR SZ.

- 1) A large circle initially represents SW.
- 2) A large circle medially and finally represents SS OR SZ.
- 3) When a ^{Also} ~~lite~~ vowel (Diphthong I) occurs between SW/SZ/SS, vowel is represented inside the large circle.
- 4) Large circle can be used in Phraseography.

As is ○

is as ○

This is 6

As we can ○

As well as ○ 6

in this city 7

→ GRAMMAGUES:

In, any —

Own —

You —

Years —

are —

Our, hour /

Ourselves 9

Themselves 6

EXERCISE → 36

stout

stoutly

stock

stockade

style

st

st

st

st

st

stylish

Rust

rusts

nest

nests

st

st

st

st

st

waste

wastes

box

boxed

lapse

st

st

st

st

st

Lapsed

refuse

refused

Coaster

Coasters

st

st

st

st

st

booster

boosters

muster

stone

stole

st

st

st

st

st

stave

stem

stung

star

passed

st

st

st

st

st

gazette

vest

visit

rust

st

st

st

st

CHAPTER → 10

Loop st and STR..

1. A small loop to a stroke represents st. It is employed (written initially, medially & finally) 50%. $\frac{1}{2}$ of the stroke to be covered.
2. A large loop to a stroke represents STR. It is employed medially & finally only. 75% of the stroke to be covered.
3. When a long vowel occurs between st & STR full form stroke is written.
4. When a vowel follows to st & STR finally, full form stroke is written.
5. Loop st is also employed for the sound of *zd*.

GRAMMAGUES:

first 
 influence 
 influenced 
 next 
 most 

Thing 
 Young 
 Lord 
 we 

language, owing 

EXERCISE → 38

The language of the young barrister in the case was mostly stately, and it must have influenced both Judge and Jury. It almost looked as if the case was lost at the first, because of the calm way in which the opposing Council set out to state the facts for his side.

EXERCISE → 4/ Transcribe from S/H to eng.

Dear Clay, if you are at liberty on Friday next,

I shall be pleased if you will try to come in

and see Dr. Davies, our principal member for the

Borough. He is to take the chair at the Club

dinner in April, and I should like you

to know him. The numbers at the dinner may be

larger this year.

CHAPTER → IIInitial hooks to straight strokes & Curves (R, L)

- 1) A small initial hook to a straight stroke written in a right motion adds "R". It is also employed medially in a word.
- 2) A small initial hook to a straight stroke written in a left motion adds "L". It is also employed medially in a word.
- 3) A small initial hook to a curve stroke represents 'R' and a large initial hook to a curve stroke represents "L". It is also employed medially in a word.
- 4) SHR) is always written d/w while as STL ∪ is always written upward x

GRAMA LOGUES:

principle pal-ly ↘

liberty ↘

member / remembered ↘

number-ed ↘

Chair 1

truth 1

DR, Doctor 1

dear 1

during 1

EXERCISE → 46 transcribe from eng to S Host

Have you ever noticed what useful

lessons you may receive through a

shrewd look at the faces of the

people you come across in travelling?

You will see in them humour and

gloom; generosity and miserableness

CHAPTER → 12ALTERNATIVE FORMS FOR FR, VR.

- 1) When it is alone or when it is preceded by a vowel, simple form left curve is used.
- 2) When it is followed by a vowel, alternative form Right Curve is used.
- 3) After straight strokes & horizontal strokes alternative form is used.
- 4) There are few strokes where R/L hook is not written S, Z, W, Y, R, R, H, H

INTERVENING VOWELS:

When an intervening vowel occurs between stroke and hook, a dot vowel is represented by a small circle and a dash vowel is represented by intersecting / Intervening the stroke.

stinginess; Pluck and nervous fear;

Wisdom and Simplicity. You will notice

the drinker and the abstainer;

The hopeful and the fearful;

The clever talker and the bore;

The flighty and the modest;

GRAMMAGUES:

People

belief-believed

tell

till

Delivered-ed

largely

Call

Equal

Over

however,

valuation

EXERCISE → 49: Transcribe from S/H to English.

from what I know of Cedric Spring he is

known claims to supreme cleverness. It would be

safer to describe him as a spouse

young fellow, with a very strong

belief in himself. He is, possibly, a

bit masterful in his manner; but

he is the more likely to succeed

CHAPTER → 13

Circle or Loop preceding Initial hooks:

- 1) Merges of "R" with circle S, SW, SZ & loop st.
- 2) In Curve strokes only small circle is employed inside the curve.
- 3) In 'L' hook after straight strokes only small circle is employed
- 4) When 'SKR' occurs after P or B, R may be omitted.

GRAMMLOGUES:

From

very

There

their

more, remarked

more, Mr

nor

near

Surprise

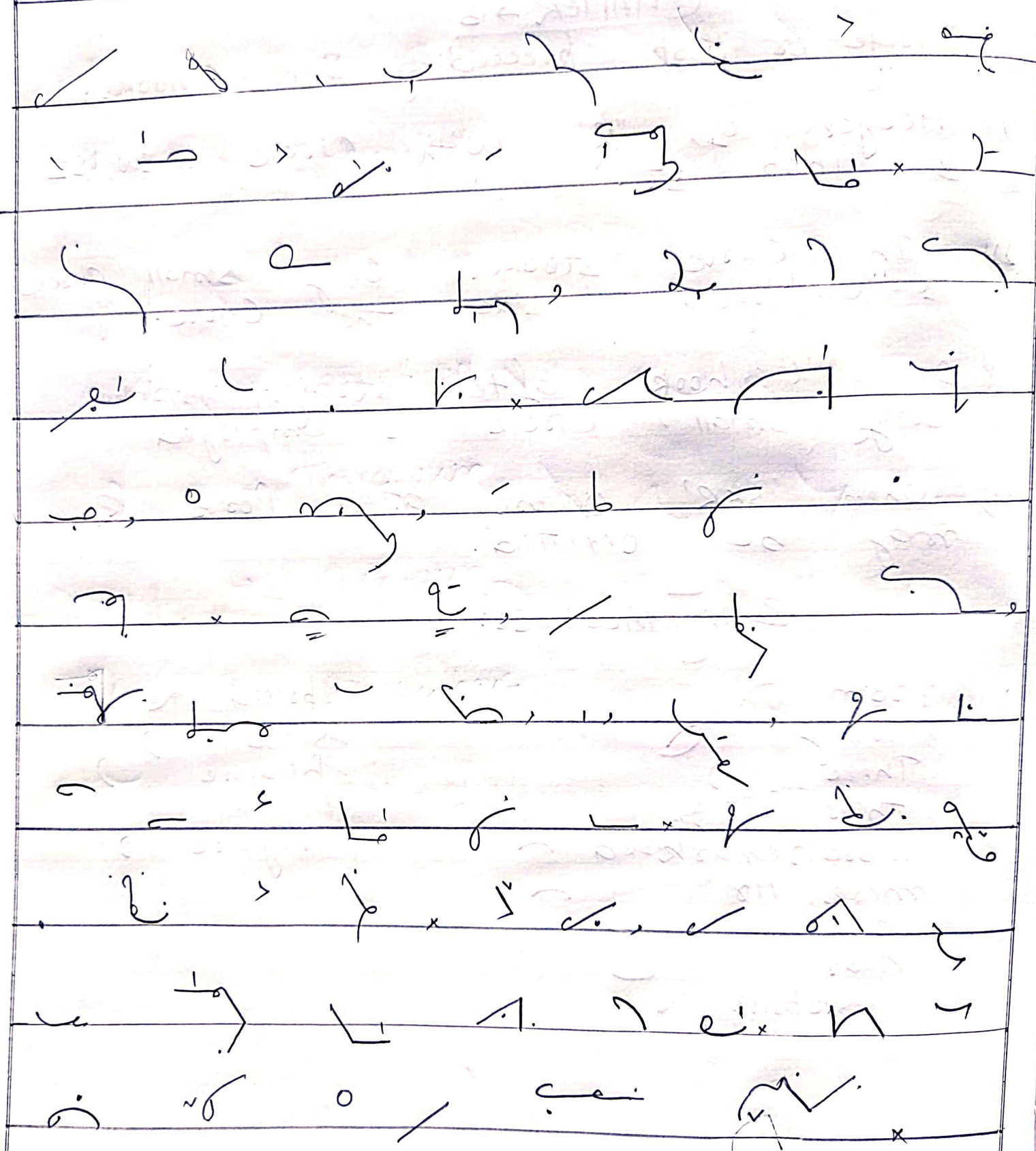
Surprised

sure

pleasure

They are

EXERCISE → 80



EXERCISE → 50

We are surprised to know from your favour of the sixth of August of the Surrey and Gloucestershire books. So far as we can discover, there is no very clear reason for the delay. We have looked into the case, as you may be sure, and it is still a mystery. Mr. Strong, our dispatch clerk, expressly disclaims any blame, but, if possible, he will take more care with the books still to come. He will personally supervise the addressing of the parcels. By the way, we hope to have the new Uxbridge book ready very soon. It will be in the same style as our Classical library.

N AND f hooks in Phonology:

ɪ → I-have-been

ɪ → I-had-not

ɪ → Better than

ɪ → Crossed-on

ɪ → There-own

ɪ → Our-own

ɪ → Which-have

ɪ → Out-of

CHAPTER → 14

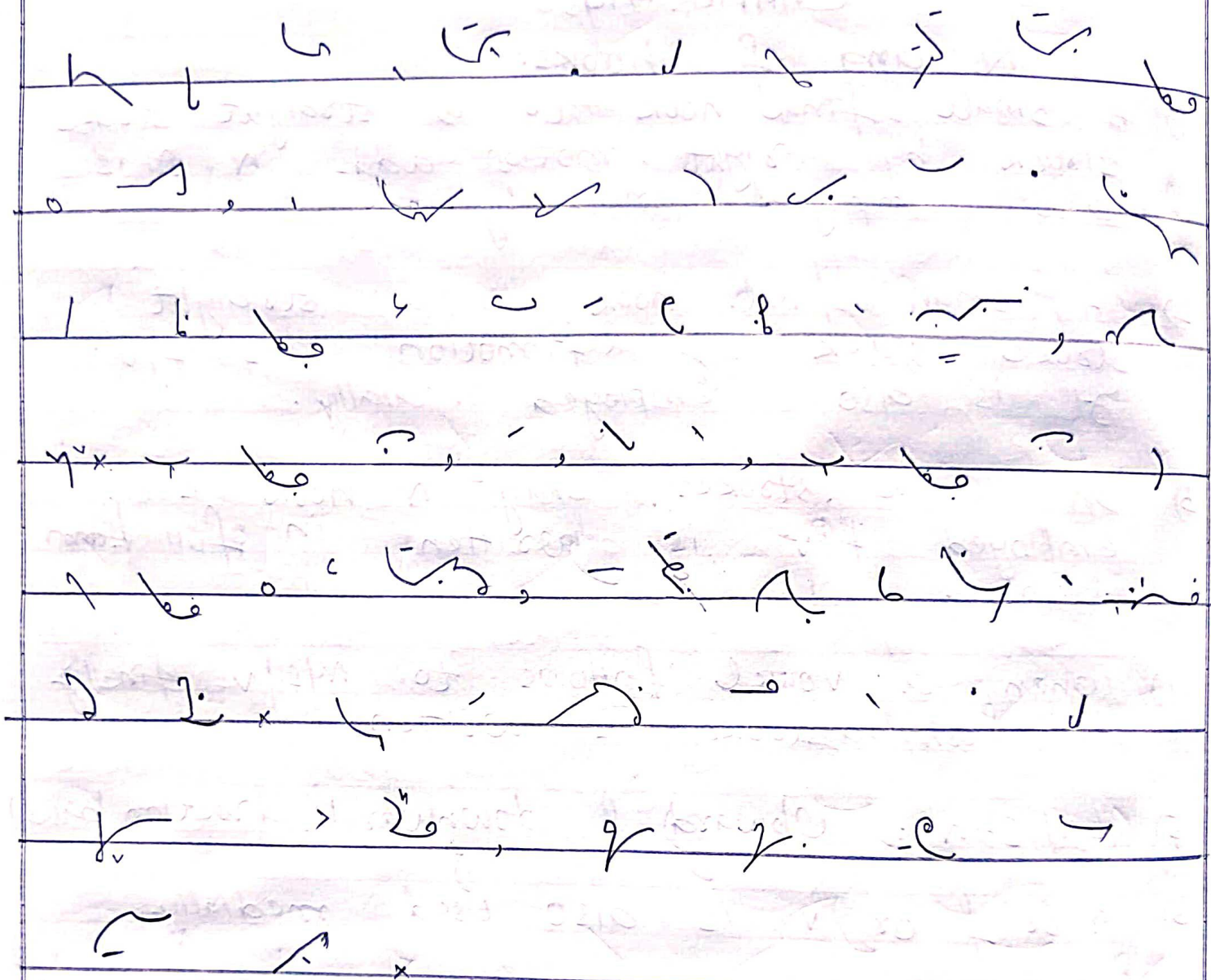
N and f hooks:

- 1) A small final hook to a straight stroke struck by right motion adds N & is also employed medially.
- 2) A small final hook to a straight stroke struck by left motion adds f/v. It is also employed medially.
- 3) In curve strokes only N hook is employed f/v is written in full form stroke.
- 4) When a vowel follows to N/f/v finally full form stroke is written.
- 5) Lx/SHx: Upward & downward (direction based)
- 6) N or f or v is also used medially.
- 7) Nvx: Finally Nvx is used in straight strokes while in the upward strokes loop N & stroke R is used.

N AND f hook in PHRASEOGRAPHY:

The N hook is sometimes used in phraseography for the words: been, than, own, on & the R/v hook for words have & of.

Exercise → 53



TRANSCRIBE from S/H to ENG

It may be ^{difficult} for you to follow the general principles upon which foreign business is carried on, but if you are to win your way in a firm which does business with the Northern and Southern states of America, you will have to try. No business man, and, above to, no business man whose principle business is with foreigners, and can possibly leave this branch of economics from his training. If he ~~should~~ ~~refrain~~ because of a general dislike of the science, he will surely ~~suffer~~ suffer in the long

EXERCISE → 54

← U₆, 0 V - - - - -

1 1/2 3 4 5 6 7 8 9

10 11 12 13 14 15 16 17 18

19 20 21 22 23 24 25 26 27

28 29 30 31 32 33 34 35 36

37 38 39 40 41 42 43 44 45

46 47 48 49 50 51 52 53 54

55 56 57 58 59 60 61 62 63

64 65 66 67 68 69 70 71 72

73 74 75 76 77 78 79 80

Transcribe from English to Shorthand.

local authorities, as borough and urban councils, generally derive their main revenue from the rates they levy. They may, of course, receive profits from any business carried on by them within the borough. Over and above all this they receive allowances from the state. Either men or women may appeal to the authorities, and they very often do, if they think they have been unfairly assessed. But it will be difficult for them to obtain relief unless they are able to prove their case, and satisfy the authorities as to a supposed overcharge.

EXERCISE → 56 (written in shorthand)

pence expense sixpence sixpences dispense

disbenses, disbensed Button buttons train

trains entrance entrances entranced disappearance

disappearances Shun Shuns Oeem Oeams

mean means linen linens saloon

saloons reprieve reprieves native natives

chief chiefs observe observes fence

CHAPTER → 15

CIRCLE AND LOOPS TO FINAL HOOKS:

- 1) Merger of S with N in strokes
- 2) Merger of $n+ss$, $sz+st$, str
- 3) Merger of S with hook N in curve strokes or in curves only small circle is employed inside N hook.
- 4) In f/v hook only small circle is employed inside
- 5) After curve strokes f/v is written as full form stroke.

Grammatology:

Balance	8
Circumstance	9
Deliverance	9
Signified	e
Significance	e
Opinion	v

Handwritten musical notation on a staff, including notes, rests, and a slash.

Handwritten musical notation on a staff, including notes, rests, and a slash.

Handwritten musical notation on a staff, including notes, rests, and a slash.

Handwritten musical notation on a staff, including notes, rests, and a slash.

Handwritten musical notation on a staff, including notes, rests, and a slash.

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Handwritten musical notation on a staff, including notes, rests, and a slash.

Handwritten musical notation on a staff, including notes, rests, and a slash.

EXERCISE → 58

If I annoy you in-the deliverance of-my opinion, as-the chances are I-may, put it down to a reading man's reverence for books, and-his diligence in-the pursuit of a course which lightens many an hour for-him. Think of-these significant facts, and your frowns may vanish. If-you have a love of books, you-will feel no loneliness if and when forget you. You-can dispense with-them in-the circumstances; for you-will-have within yourself, through-the brains of-your authors, many better men to-replace them. The balance of advantage in-the change is likely to be in-your favour. You-will-grasp-the significance of-this remark, I-am-sure; for-the man who derives pleasure from reading books makes for-himself reserves of strength to-call-upon against the time of-trouble or stress.

Teacher's Signature : _____

EXERCISE → 62

Preposition

propositions

precision

procession

processions

Disposition

indisposition

accusation

accusations

veraxation

Mission

missions

missionary

Commission

Commissions

Commissionaire

exception

exceptional

Discretion

discretionary

affection

affectionate

CHAPTER 16

The Shun Hook:

- 1) A large final hook to a stroke represents Shun (tion, lian, lion, sian, cian) etc. It is employed medially.
- 2) A small circle can also be employed inside shun hook.
- 3) Shun can also be written to the opposite initial attachment of a stroke.
- 4) When shun occurs medially small form of shun is used when it is preceded by circle.
- 5) When a triphone occurs between shun hook full form shun is written.

GRAMMLOGUES:

Subjective	ʃ
Subjection	s
Signification	ʒ
Information	ɪ
Satisfaction	ʒ
Justification	ʃ
Generalisation	ʒ

Handwritten musical notation on a ten-line staff. The notation consists of various notes, rests, and bar lines, written in a cursive style. The notes are mostly eighth and sixteenth notes, with some longer notes and rests. The staff is divided into measures by vertical bar lines. The handwriting is fluid and appears to be a personal or working draft. The paper is aged and slightly discolored, with some faint, illegible text visible in the background.

EXERCISE-64

Lord Macaulay was blessed with the possession of rare powers of memory. His accumulation of facts was immense. He was almost in a state of subjection to his memory, and a subjective examination of the information in his possession at any time would have been a revelation even to himself. The retention and repetition of figures, the manipulation of facts in discussion, the selection and citation of authorities caused him no hesitation. He was to have been a barrister, but the legal profession had no fascination for him. Macaulay took a share in the promotion of education, but his reputation rests mainly on his famous essays. His criticisms brought him into opposition with several fashionable authors, and his expositions occasionally produced bitterness in opposite factions.

EXERCISE → 65

Happy

happiness

hobby

hid

hidden

Happy

happiness

hobby

hid

hidden

Hatch

heavy

heath

hash

heather

haze

Hatch

heavy

heath

hash

heather

haze

hast

hustle

hone

hive

hackle

hast

hustle

hone

hive

hackle

hooker

behave

adhere

adhered

adhesion

hooker

behave

adhere

adhered

adhesion

overhang

unheeding

hiz

humer

high

highroad

overhang

unheeding

hiz

humer

high

highroad

CHAPTER - 17

The Aspirate:

- 1) Most Commonly Upward "H" is written
- 2) When h is alone or when H is followed by k or G - in both cases downward H is written
- 3) Dot (.) h is written medially as an alternative
- 4) Tick h is written medially as an alternative
- 5) Tick h is written initially to a stroke (C, m, n, R), R /

PHRASES:

- Dear Sir ✓
- Yours truly ✓
- Every circumstances ✓
- All circumstances ✓
- You will remember ✓
- I believe ✓
- I will tell you ✓
- I am surprised ✓

EXERCISE → 67. (Transcribe from shorthand to english)

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EXERCISE → 67

Dear Sir,

I am surprised to hear of Mr. Hugh Hamer has opposition to the highly reasonable views taken by professor Haukins on the syllabus in history. Professor Haukins, I believe, does his best, in the circumstances, to help his pupils and to adhere to the scheme of history lessons which deals with the extension of Commerce and with the forms of man's activity. He is headful every circumstances which may affect the coherence and the historic belief expressed in the phrase "Commerce follows the flag".